

**Associates - you must complete all of the boxes shaded with this greenish colour BEFORE submitting your exported Video to Wiltshire Music Connect.** Wiltshire Music Connect cannot check your video or attach it to your online profile until this form has been received.

Project name / reference /description

**Associate Promo Video**

ASSOCIATE NAME / Organisation

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Name of person submitting video to Wiltshire Music Connect (if different from above)

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How / where will film be shared? (list platforms/websites, whether public, unlisted, private etc)

Wiltshire Music Connect Associate Directory (linking YouTube), Social Media, Schools' 'presentations' / showcasing / assemblies (Virtual or Face to face)
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**ASSOCIATES** - You must make sure that the permissions you gather / have match these uses otherwise Wiltshire Music Connect cannot publish your video. Its worth reminding anyone from whom you are seeking permissions that the child or young persons name will NOT be used

If you as an Associate want to add anything more here, then please do

Associates' own web sites
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**ASSOCIATES** - as above but you should not publish it yourself if you don't have correct permissions

**Children and young people in video**

	Associate's checklist	Wiltshire Music Connect checklist
<i>ANSWER MUST BE:</i>		
Have all relevant consents been obtained in writing in terms of the uses listed above, and are filed appropriately if anyone asks for them?	YES	
Are all young people dressed appropriately in daytime clothes with no names / ID visible?	YES	
Is there any revealing clothing / underwear showing? (example if small children seated crosslegged on floor)	NO	
Is the background neutral with no identifying objects / pictures / photographs /potentially offensive items/messages visible, and not filmed in bedroom?	YES	
Are you sure the address / location of child can't be identified in any way?	YES	
Are you sure the name of child can't be identified in any way?	YES	

**Adults in video (including Associates)**

Are all adults dressed appropriately in daytime clothes?	YES	
If adults filmed are family members of the young person featured is there anything on their clothing that could suggest or identify the address/location/name of child?	NO	

**Language used in video (spoken or written)**

Is there any language / narrative used in the video which could be perceived as offensive or racist?	NO	
Is all language used in the video appropriate for the audience, including age range of young people?	YES	

**video / film branding and credits**

	ANSWER MUST BE:		
Are Wiltshire Music Connect and ACE/DfE/Wiltshire Council logos used on any title / end pages appropriately? (see template Start and End cards provided with the video making resources)	YES		
Is correct wording used on any title / end pages?	YES		

**SIGNATURES**

	Associate name in cell below as 'signature'	Staff Member name in cell below as 'signature'
SIGNED		
DATE		